

NEWPORT HILLS COMMUNITY ASSOCIATION

ROOM DESCRIPTION EQUIPMENT AND FEE STRUCTURE

Rev. 11/15/22

GREAT ROOM & KITCHEN **Fee: \$175** **Capacity:** Gatherings of up to 112 persons.
Hours: All events will begin no earlier than 8:00 a.m. and must end no later than 10:00 p.m. with cleanup ending prior to midnight. If the party making the reservation wishes to do cleanup the next day, a special request may be made and if approved, cleanup must be completed prior to 10 am of the following day.
Great Room Description: Largest room inside Clubhouse. Key FOB access to the Great Room is through the door to the Board Room. If the Board Room is not also reserved, please close partitions to permit its separate usage.
Kitchen Description: Full catering kitchen, inclusive of microwave, refrigerator, stove, oven and warming drawers.
Amplification: Must be contained inside room, end no later than 10:00 p.m. and at all times must be respectful to neighbors.
Alcohol: See attachment.
Cleaning Great Room: Wood floor is real wood and needs to be vacuumed or wiped clean with a lightly dampened cloth. Do not use excess water, and immediately clean up any liquid spills. Mops & cleaning supplies are stored in the closet.
Cleaning Kitchen: Wipe down all counter tops with cleaner located under the sink. Sweep and mop the stone floors. Clean out the refrigerator and freezer.
Equipment: SONOS Stereo System with wireless microphone, located in the equipment box in the storage room. 2- 50" TV's. 10- 72" Round Tables & 96 Wooden Chairs
WIFI Access: Username- NHGuest, Password-killerwhales

ACTIVITY ROOM **Fee: \$50** **Capacity:** Gatherings of up to 45 persons.
Hours: All events will begin no earlier than 8:00 a.m. and must end no later than 10:00 p.m. with cleanup ending prior to midnight. If the party making the reservation wishes to do cleanup the next day, a special request may be made and if approved, cleanup must be completed prior to 10:00 a.m. of the following day.
Description: The Activity Room is situated on the right side of the breezeway with key FOB access from the door entering from the pool area. The Activity Room is primarily reserved for children's groups, meetings, birthday parties, and exercise classes.
Amplification: Must be contained inside room, end no later than 10:00 p.m. and at all times must be respectful to neighbors.
Alcohol: Please see attachment.
Cleaning: Wood floor is laminate and needs to be vacuumed or wiped clean with a lightly dampened cloth. Do not use excess water, and immediately clean up any liquid spills.
Equipment: Stereo system via headphone jack plug in. 5 Rectangular (6ft) Tables & 26 Plastic Chairs

BOARD ROOM **Fee: \$25** **Capacity:** Adds 41 persons to Great Room capacity, for 141 in capacity for both rooms.
Hours: All events will begin no earlier than 8:00 a.m. and must end no later than 10:00 p.m. with cleanup ending prior to midnight. If the party making the reservation wishes to do cleanup the next day, a special request may be made and if approved, cleanup must be completed prior to 10:00 a.m. of the following day.
Description: Small room with Accordion doors that opens to the Great Room. May be sectioned off for smaller gatherings. Key FOB access is through the door nearest the Great Room.
Amplification: See Great Room requirements.
Alcohol: See attachment.
Equipment: 85" TV, Cable, Stereo System **WIFI Access:** Username- NHGuest, Password- killerwhales
Cleaning: Vacuum the carpet and wipe down the counter and tabletops. Please remove debris from the chairs.

DEPOSITS & FEES

Total Deposit: A deposit of a minimum \$500.00 is required at the time of reservation for Activity room or Board room alone in addition to the room fees. Great Room/Kitchen reservation requires a total deposit of a minimum \$1,000.00 plus the room fees of \$175. Total deposit for entire clubhouse is \$1000.

The deposit check will be cashed.

Adjustments: Deposits and fees may be increased based upon the planned usage of the facility.

Room Rates by individual room: Great Room & Kitchen- \$175, Board Room - \$25, Activity Room- \$50

Total Clubhouse Rental Fee: \$250

Renting one room in the clubhouse does not guarantee the other rooms of the clubhouse will be closed to other reservations.

Please keep in mind that unless you rent the entire clubhouse, other rooms may be rented during your event.

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RULES & GUIDELINES

- A minimum deposit in the amount of \$500.00 must be paid to NHCA at the time the reservation is made, in order to hold the reservation. A minimum deposit of \$1,000.00 is required for any reservation that includes Great Room/ Kitchen use. Deposit checks will be cashed, and amounts will be returned to the Member by mail within two weeks following the event, unless there are to be deductions made by NHCA. Deposits and fees may be increased based upon the planned usage of the facility. In the event of your deposit being held, it won't be returned until after the Board of Directors meeting
- Any commercial activity must be approved by the NHCA Board of Directors, in its sole discretion.
- Member sponsored non-profits may request waiver of fees from the Board and approval may be granted at the Board's sole discretion. Criteria for waiver of fees include items such as the benefits to the Newport Hills community.
- A certificate of insurance from the Homeowner's Insurance Policy naming NHCA as additional insured is required for any event where alcohol will be served. Certificate must be delivered to NHCA two (2) weeks in advance of the event. Additional info can be found in these guidelines
- The reservation fee is due at the time the reservation is made. Fees are non-refundable if the reservation is canceled less than fourteen (14) days prior to the event.
- All musicians, D.J.'s, equipment, stereos and speakers must be confined inside the building. Amplification must be contained inside room and end no later than 10:00 p.m., and at all times must be respectful to neighbors.
- No pets allowed inside the clubhouse or on the pool deck.
- Smoking is not allowed inside or around the facility
- Furniture must not be moved from the interior of the facility buildings. Furniture may be moved around the inside of the rooms; however, a \$25.00 service charge will be incurred if the furniture is not returned to its original position after the event.
- The cutting boards and wood serving spoons in the kitchen are for decoration purposes only and may not be used to serve food during your event.
- If you move accessories around, or put them in the cabinets during your event, be sure to put them back where you found them. An inventory is taken of each item after each event and staff will not go "looking" for missing items in cabinets. For each item that appears to be missing, a replacement fee will be deducted from your deposit automatically.
- All kitchen equipment, additional banquet tables, podiums, electrical equipment and sound equipment are to be provided by the members.
- The reservation of the facility does not include reserving of the pools or the water play area by attendees of the event.
- Member reserving the facility is responsible for removal of all trash to an appropriate trash receptacle. A dumpster is located at the back of the building, behind the showers in the pool area. If the dumpster is full, the Member is responsible for taking their trash bags with them.
- Any damage to the facility additional cleaning and arrangement of furniture to its original location will be deducted from the deposit received from the Member.
- No portable cooking devices are allowed within the facility area or the pool area.
- NHCA is not responsible for personal items that may be lost or stolen.
- The use of jump houses are not permitted in the Clubhouse or pool area but may be permitted in the park with a permit from the City of Newport Beach. Contact Matt Dingwall at the c/o Newport Beach at 949-644-3152
- Open flames other than the fireplace are not permitted at any time – Candles, tiki torches, etc. Members using the fireplace must bring their own lighter and key. The fireplace flue is always open.
- The facilities cannot be used for personal financial gain or commercial activity.
- Helium filled balloons may not be used as decoration, or otherwise, in the great room.
- No overnight reservations are permitted.
- Reservations on Easter, Christmas Eve, Christmas Day, July 4th, Thanksgiving Day and New Year's Day are approved at the sole discretion of the Board of Directors. Reservations on New Year's Eve and Halloween are **not** allowed.
- NHCA sponsored small gatherings and meetings, or events may be exempt from providing insurance for the reservation of NHCA.
- Member is responsible for turning off all electrical equipment and lights including fans and air conditioning.

MEMBERS RESERVING THE FACILITY ARE RESPONSIBLE FOR ENSURING THAT ALL WINDOWS AND DOORS ARE CLOSED AND LOCKED.

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ALCOHOL REQUIREMENT

Serving of any and all alcohol including wine and beer at the facility is permitted when use is specified in advance and the following requirements are met:

- A \$1,000,000.00 minimum rider on the homeowner's personal liability insurance policy, naming NHCA as an additional insured, is required to serve alcohol. Proof of this rider is required 14-days prior to the event. NHCA sponsored small gatherings, meeting or events may be exempt from this requirement.
 - Wording on the insurance information located in the additional insured box shall read as follows:

Newport Hills Community Association
1900 Port Carlow Place
Newport Beach, Ca 92660
Phone: 949-721-1929 E-Mail- jesse@newporthills.occoxmail.com

In accordance with California State Law, no one under the age of 21 shall be served an alcoholic beverage while on the premises. If alcohol beverages are served at the reservation function, no minors are to be present without consenting parent or guardians.

POOL USE REQUIREMENT

- Homeowners are not allowed to reserve the sole use of the pool facility. It is open to all members during pool hours. If minors will attend your event either at the pool or in the clubhouse, you must provide for pool supervision by either having a responsible adult continuously present on the pool deck to monitor the pool during the entirety of the event, or hiring a pool monitor or lifeguard to continuously monitor the pool during the entirety of the event.

Policy for use by NON homeowners

- All persons renting the clubhouse MUST live in phase 2. If you are renting a house, you must have an email or signed note from the homeowner on title or company managing the property, allowing full use of the facility. You must turn in this letter each time you rent the facility

CLEAN-UP CHECKLIST

The conditions shall be met in conjunction with the reservation of all NHCA facility

- Check the facility beforehand to make sure it is in order. Report all issues prior to event via email.
- A vacuum is provided in the activity room and great room closet. All floors must be vacuumed of debris. Wood floors must be wiped down. **DO NOT USE EXCESS WATER ON WOOD FLOORS**
- Stone floors in the hallway and kitchen must be swept and mopped as necessary
- Kitchen shall be cleaned, and all counter tops wiped down and floors mopped. Basic cleaning supplies will be provided under sink.
- Activity room counter tops and floors must be wiped down and all chairs and tables put away in the cabinets. Cleaning supplies are available under sink.
- No debris or trash shall be left in the bathrooms
- All trash shall be removed and placed in the dumpster, which is located behind the showers in the pool area. Members must bring his or her additional trash bags.
- Ensure all doors and windows are closed and locked
- Turn off all lights, fans, air conditioning when leaving the facility

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FEE SCHEDULE

Below are some general standard fees, but not limited to:

<u>Description</u>	<u>fee</u>	<u>Additional Information</u>
Balloons or strings in the ceiling or stuck in the ceiling fans	\$250	Helium balloons are not allowed, if stringers get caught in the fans, malfunction occurs
Trash not emptied or placed in the dumpster around the back of the clubhouse.	\$100	Do not set bags anywhere on the ground. We will be charged extra cleaning if our cleaning company must spend time picking up extra bags left around the clubhouse. All trash must be placed in the dumpster after your event.
Any counters that were not wiped clean with cleaning solvent	\$100	Just clearing the counter is not enough. Please take the supplied cleaning agent, and paper towels, and clean the counter tops.
Extra rooms used	Cost of room rental	
Furniture not put back in original placement found in the guidelines.	\$100	
Doors not locked and secured properly	\$100	
Leaving food in the freezer or refrigerator	\$100	
Damage to any of the AV/Digital equipment or furniture	Cost to replace or repair the equipment and/or furniture	
Missing Equipment	Cost to replace	
Alcohol being used without insurance certificate	Subject to entire deposit being forfeited	

NEWPORT HILLS COMMUNITY ASSOCIATION

CLUBHOUSE RESERVATION APPLICATION

NEWPORT HILLS HOMEOWNERS INFORMATION:

Home Owner's Name: _____

If Tenant renting, a note must be provided by Home Owner or managing agent, allowing rental to tenant for date of event.

(Tenant' Name: _____)

Home Street Address: _____

Cell phone: _____

Email: _____

EVENT INFORMATION:

Date of event requested: _____

Type of Event: _____ # of Guests: _____

Start Time: _____ Finish Time: _____

(must include set-up and clean-up time)

1. Alcohol Served (Circle One): Yes No
(if yes, ins. rider is required)
2. Food Served (Circle One): Yes No
3. Catered: (Circle One): Yes No
If yes, Name of Company _____
4. Live Entertainment: (Circle One): Yes No

Room Reservation Rates:

- Great Room/Kitchen **\$175**
- Activity Room **\$50**
- Board Room **\$25**

Additional Security

Deposit required:

- Board Room or Activity Room **\$500 deposit**
- Great Room /Kitchen **\$1000 deposit**

Total: \$ _____

All paperwork and fees must be complete, and monies paid upon submittal of this application page.

NHCA Office Use Only:

Security Deposit: \$ _____ Reservation fee: \$ _____

Insurance Rider _____ (Date submitted)

Date Key activated _____

If being used by renters,
Homeowner permission note _____

Walk-thru/ Deposit Check refunded/ key deactivated: _____

Original check returned: (if applicable) _____

LIABILITY WAIVER

I acknowledge and agree on behalf of myself, and my family, that the use of the NHCA facilities, grounds and landscape areas located in Newport Hills, owned, and operated by NHCA involve potential risk of serious physical injury to me, my family, and or damage to my property.

I understand that by signing this form, I, and my family, agree to assume the risks of potential injury, to which I am voluntarily exposing myself, my family, and my guests, by participation in recreational activities on the facilities of NHCA.

On behalf of myself, my family and my guests, I release from liability and hold NHCA harmless for any damage, injury and /or claim of any kind, whether to person or property as a result of such activities, and waive my claims that I, my family and/or my guests, may otherwise have or acquire against NHCA its officers and directors, agents, or employees, for any injury occurring to me, my family, or to my guests, whether to person or property, as a result of any use of NHCA property or participation in recreational activities on the facilities and grounds of NHCA, located at 1900 Port Carlow Place, Newport Beach, California.

I have read the rules and responsibilities of pool use in the guidelines. Initial _____

I have read the Community Guidelines, the fee schedule, the reservation Guidelines, and this reservation liability waiver. I accept the liability for damage to NHCA property and for injury to persons admitted to the clubhouse and facilities. I understand that in the event I, my family and/or guest violate any of the regulations, or if I provide inaccurate information on my application, NHCA reserves the right to cancel my function at any time, charge any and/or all expenses incurred and deduct any fines and/or penalties incurred by this violation from my security deposit. I understand that violation of any clubhouse guidelines will result in forfeiture of some or entire clubhouse deposit. Initial _____

Members Signature _____ Print Name _____ Date _____